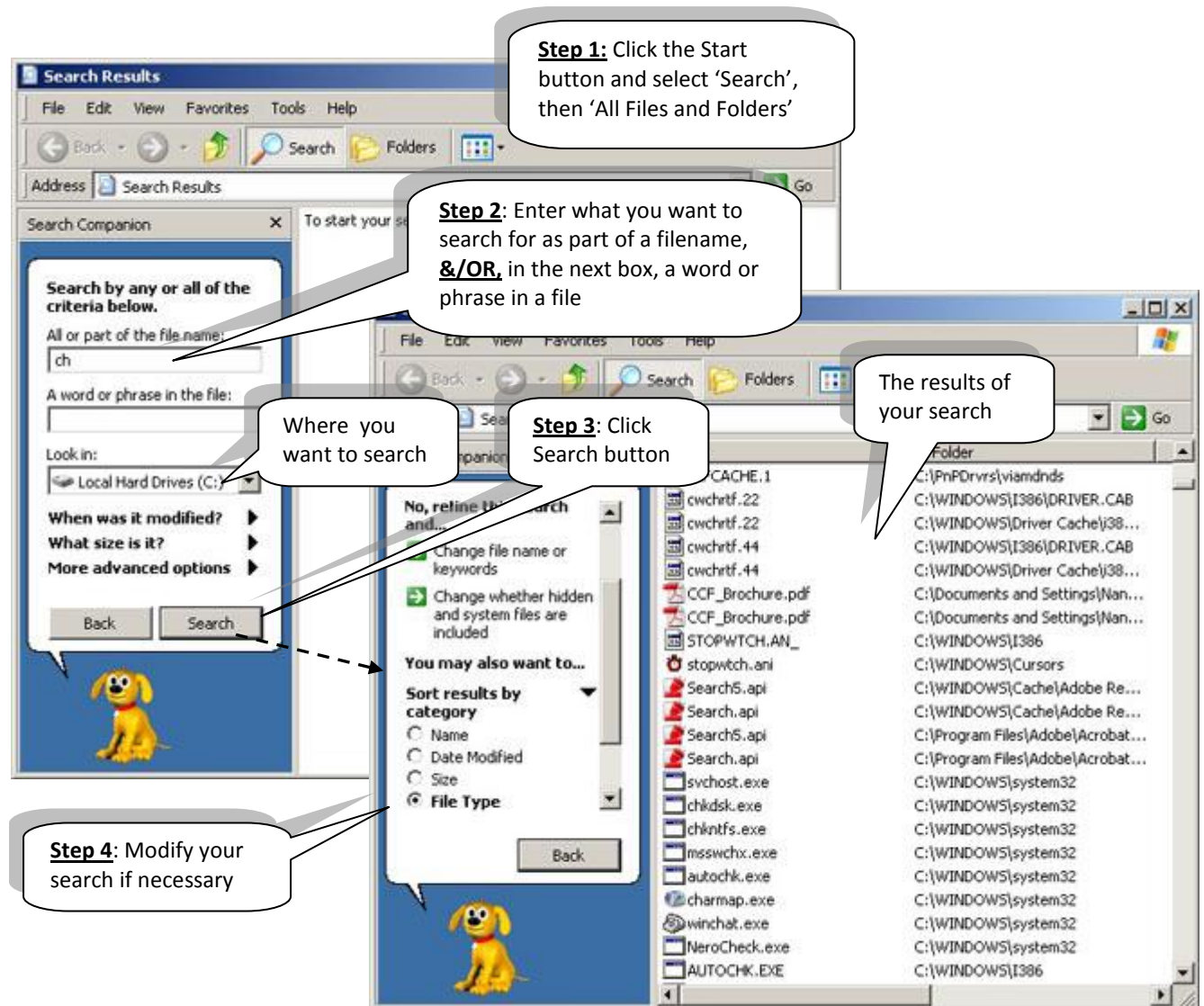


Searching For Files and Folders - Windows XP



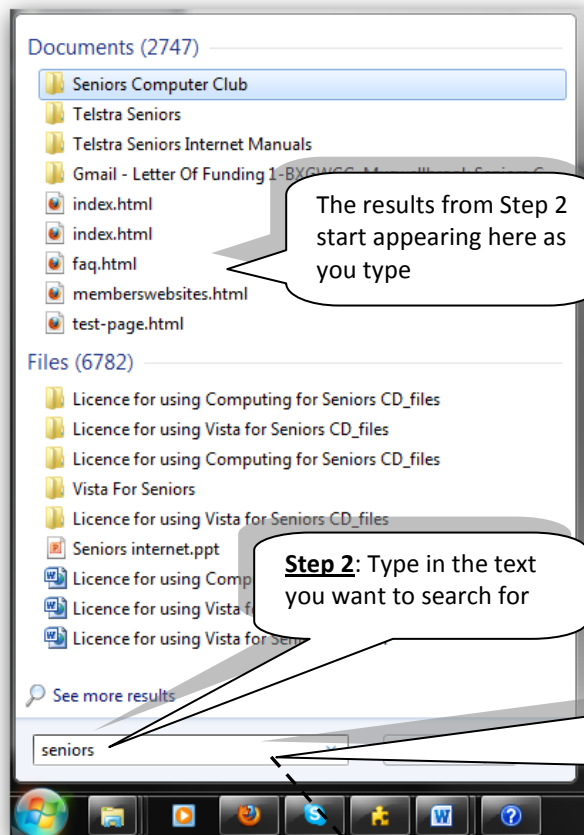
How to Search for a File or Folder in Windows XP

1. Click **Start**, and then click **Search**.
2. In the **Search Companion** dialog box, click **All files and folders**.
3. Type part or all of the name of the file or folder, or type a word or phrase that is in the file.
4. In the **Look in** box, click the drive or drives, folder, or network location that you want to search.
5. Choose one of the following options:
 - a. Click **When was it modified** to look for files that were created or modified on or between specific dates.
 - b. Click **What size is it** to look for files that are specific size.
 - c. Click **More advanced options** to specify additional search criteria.
6. Click **Search**.

Note You can scroll in the left pane to view all of the search options. If you receive too many results, use additional search criteria to make your search more specific.

Vista and Windows 7 Searching

Vista and Windows 7 use a completely different search system. It is much faster.



Some other things you can type in the Search Box:

SIZE: > 1 MB This returns all the files that are larger than 1 megabyte in size

TYPE: .JPG This returns all the 'jaypeg' type picture files

NAME: Computer.doc This returns all the MS Word type files that have the word computer somewhere in their filename.

You can also combine these search queries. For example **SIZE: >300mb TYPE: .pst** will return all the files of type .pst that are larger than 300 megabytes.

Step 1: Click the Start button

Step 3: Push the Enter key to get the results screen in Windows Explorer below

Windows Explore also has a search field where you can restrict your search to just a folder or drive

It returns records where the word appears in the folder or file name

It also returns records where the word appears in text in the document

